

Event Registration Policies and Guides

2022-2023

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Policies and Guides

Policy Regarding Registration of Activities

An activity that meets *any one or more* of the following criteria would warrant activity registration:

1. Any on-campus event that needs resources from Event & Classroom Management (ECM).
2. Any on-campus event at which attendance will exceed 100 people.
3. Any on-campus event that requires significant University resources, (e.g., services supplied by Facilities, Public Safety, Parking & Transportation, Ticket Program, Group Travel, etc.). This includes events that will be held in the following spaces: Upper Strong, Lower Strong, Spurrier Dance Studio, Douglass Commons, Wilson Commons Hirst Lounge, Wilson Commons May Room, the Palestra, and the Field House.

4. Any event, on- or off-campus, at which money will be collected (including but not limited to events with tickets, fundraisers, and raffles).
5. Any on-campus collection drive.
6. Any on-campus conference hosted by a student organization.
7. Any on-campus event at which more than 20% of the audience and/or participants is expected to be non-U of R community members (conferences included).
8. Any on campus event that involves working with a non-U of R organization, such as co-sponsors or guests.
9. Any programs, on- or off-campus, involving minors and children (not including University students who are minors).
10. Any event with alcohol that meets one or more of these qualifications:
 - a. Is the event being hosted or planned by one or more members of the organization and supported by executive board officers?
 - b. Is the event financed in whole or in part by the organization including the purchase of alcohol?
 - c. Is the event listed or advertised on the organization’s website or social media accounts (Facebook, Twitter, etc.)?
 - d. Do online invitations refer to the organization? This includes location name.
 - e. Is the event listed on the organization’s calendar (public or private calendars included)?
 - f. Will the event be announced at an organization meeting or over organization’s group text, Group Me, Slack Channels, etc.?

Example A (event must be registered):

An organization wants to host a wine tasting event for campus community members at an on campus location (fraternity house, May Room, etc.). The event is announced at the chapter meeting and advertised through CCC.

Example B (event does not need to be registered):

A 21 year old organization member wants to have people over to the fraternity house to watch football and will provide pizza and beer. They announce the gathering at the conclusion of the chapter meeting.

Timelines:

Guide for Registration Timeline

Student organizations must stick to strict timelines in order to ensure the success of their events. Failure to follow event registration timelines will result in event denial by the organization’s primary advisor. Please see

<i>How many business days before the event do you:</i>	
Register a large scale event/activity (events with over 100 people, Strong Auditorium, May Room, Douglass Ballroom)	30 days
All other events that meet event registration criteria	14 days
All practices, rehearsals, GIM/GMM with services	4 days

*As of January 2023, all practices, rehearsals, GMM with no services do not need to be registered.

Guide for Event, Activity, or Program Timeline

Student organizations are eligible to hold events while classes are in session during the academic year (Fall & Spring semesters). If undergraduate student organizations wish to hold events, activities, or programs when classes are not in session, they must complete an Event Registration Exception Request. To do this, fill out the Exception Request form on CCC. The only student organizations authorized to hold study breaks without exception is the academic/professional category of undergraduate college student organizations only if they do not need university resources/services.

Guide for Risk Management Plans

For many events, such as those that involve food, alcohol, busing to a location, ticketing/cash handling, or staff from Public Safety or Facilities, a risk management plan may be appropriate to include. These plans should be specific to the event being hosted (and not, for example, a generic statement of risk management for an organization). For each risk area (food and sanitation, alcohol, transportation, ticketing/cash handling, and money management, crowd management), the plan should address what the organization's strategies are to avoid risk before and during an event, and control risk once it has been identified. Work with your advisor on this plan.

Guide for Tickets/Cash Handling at Events

All events that involve ticketing or cash handling are required to be registered on the CCC. This is to ensure that the ticketing policy is followed. A mobile-box office may be required depending on the size of the event. Donations cannot be received in lieu of tickets or at door ticket sales.

Guide to the Event Locations

- **Feldman Ballrooms.** When Douglass is to be used as a party location, there are specific signs that must be visible at all times, at the request of the Event Registration Review Committee and Public Safety. These signs may be picked up at the Common Connection, Wilson Commons 201.
- **May Room.** When the May Room is to be used as a party location, there are specific signs that must be visible at all times, at the request of the Event Registration Review Committee and Public Safety. These signs may be picked up at the Common Connection, Wilson Commons 201.
- **Strong Auditorium.** Any event seeking to be held in Strong Auditorium will be subject to a review of historical attendance (if appropriate). If attendance has historically been below 250, the Event Registration Review Committee and the Reservations Coordinator reserve the right to find an alternative venue for the event.

Events on the Fraternity Quad

On any given evening if there are 5 or more events scheduled in houses on the Fraternity Quad, there needs to be a conversation with Public Safety, and the rest of the Event Registration Committee as to whether additional Officers will be needed to be added.

If it is determined that one or more additional Officers are needed and all organizations have submitted their Event reservations in a timely manner, the additional cost would be split equally among all groups hosting events.

Factors that will be considered in adding the additional officers would include:

- How many events have alcohol
- How many are open to parties
- How the events have been advertised
- How many events are registered off-campus
- If it is a holiday or other milestone in the calendar where there has typically been more potential for high-risk behavior (i.e. beginning or end of semester)

Guide to the Event Registration Review Committee

The Event Registration Review Committee will be appointed by the Dean of Students and will be composed of staff members from Wilson Commons Student Activities, Center for Student Conflict Management, Public Safety, Residential Life, and Fraternity and Sorority Affairs, as well as a student representative from: SA Government, Senior Class Council, the Panhellenic Council, and the Inter-fraternity Council. Either the Associate or the Assistant Dean of Students will chair the committee.

Policy Regarding Car Bashes

A car bash is an event in which an old car from a junkyard is brought on campus. Participants take turns swinging a sledgehammer at the car, usually for a small donation. All proceeds for the event usually go to a charitable organization determined by the group sponsoring the car bash.

In addition to normal event procedures (e.g. reserving a location, using a Flex Wedge, advertising, etc.), the following safety precautions should be enacted:

- There is some chance of injury, so every participant must sign a Physical Activity Waiver and wear safety glasses.
- Obtain proper insurance for the event. Student groups that are part of a national organization (such as fraternities & sororities and some awareness groups) may obtain this insurance through their organization. Other groups should work with their advisors to obtain insurance through the Office of Counsel.
- The organization planning the event should contact Dave Butterbaugh in University Facilities and Services to discuss appropriate times and locations for holding the event. The goal is to minimize any impact on the university grounds.
- Any car used for the purpose of this event must be completely stripped in advance, meaning the gas tank, all glass, and any other combustible parts must be removed from the car. This should be done by the location supplying the vehicle, not by the students planning the event.

Policy Regarding Gambling

In compliance with New York State Penal Law § 225.05 and additional federal regulations, gambling is illegal and not permitted at the University of Rochester or among its student organizations. A person “gambles” when they risk “something of value” on the outcome of a “contest of chance” with the hope of receiving “something of value” if they win. The following guidelines ensure compliance with these regulations:

- Students or organizations cannot bet on, wager on, or sell pools for any athletic event.
- There cannot be an admission fee or ticket when games of chance are involved.
- Neither the University nor an organization sponsoring a poker tournament, casino night, or similar event can receive proceeds from that event.
- A student organization hosting a poker tournament, casino night, or similar event can only hold one such event per semester. These events cannot be held where alcohol is served.
- Raffles are not permitted. Door prizes may be offered wherein all attendees have an equal chance to participate and no entry/participant fee is charged.

Poker

Poker is considered a “contest of chance” in New York State. Therefore, the University of Rochester cannot knowingly allow any student organizations to gamble – meaning risk something of value, such as money – on poker games using University of Rochester property or resources. Student organizations may play poker, however *gambling* on poker is not permitted. For example, the cards club may host poker games using chips that are distributed free of charge and may not be exchanged for anything of value. Poker tournaments are permissible if no gambling is allowed, but please keep in mind that:

- The event should be free of charge. Accepting an admission fee for the chance to receive something of value at the end (particularly a share of a “pot”) is impermissible gambling.
- Under no circumstances can a participant win a “pot” or any other form of prize money as a result of their participation in a poker. No money can change hands.
- There should be no advertising to the general public. UR community only.

Bingo

Bingo events are permissible under the following guidelines:

- No entry fee can be charged for the event
- Students or organizations cannot charge for Bingo boards

Policy Regarding Bonfires

As soon as your group identifies that it wishes to put on a bonfire or s'more pits, you must meet with your primary advisor to discuss your intentions for the event. You will then schedule a campus providers meeting that includes your primary advisor, University Fire Marshal, Facilities, Public Safety, and Residential Life to go over the following list of logistical considerations to hold a successful event.

1. Reserve the only designated location on campus:
 - a. Sage Lawn (for the event)
 - b. O'Brien Conference Room (for event supplies night before/day of: wood, food, extinguishers)
2. Supplies needed:
 - a. Wood (you must supply your own)
 - b. Hose (provided by Facilities)
 - c. Fire extinguishers (need to pay a deposit to University Fire Marshal, and event managers are required to have been trained on fire extinguishers by the Fire Marshal)
 - d. Small burn barrels (for roasting s'mores) (Facilities)
 - e. Buckets of water next to small burn barrels (student group)
3. Staffing:
 - a. At least 15 people must be staffing the event at any given time. If this number is not met, the event will not be approved.
 - b. If utilizing s'mores pits then another person per pit needs to be added.
4. Event Support:
 - a. If music is to be a part of the event it cannot be amplified (i.e. acoustic music only).
 - b. The main bonfire can be no taller than 6 feet.
5. Food: if food will be part of the event,
 - a. Include the campus sanitarian as part of the campus providers meeting
 - b. Trash cans will need to be provided (Facilities)
 - c. Trash removal will need to be done at the conclusion of the event (Facilities)

Guide to Off-Campus Events with Alcohol

Definitions

"Formals" are defined as events which:

- Are sponsored by a club or an organization (as listed in the CCC Directory)
- Are at a location that is closed to the general public
- Include as participants only current student members plus one guest each
- Take place on Thursday, Friday, or Saturday evening
- Have buses with predefined start and end times without "looping" buses
- Must provide bus or shuttle (i.e. group) transportation to venues whose primary purpose is the provision of alcohol (e.g. bars, pubs, nightclubs).

"21+ Bar Nights" are defined as events which:

- Are open to the general campus population
- Take place on Thursday, Friday, or Saturday evening

- Must provide bus or shuttle (i.e. group) transportation to venues whose primary purpose is the provision of alcohol (e.g. bars, pubs, nightclub)
- Are only open to attendees 21 or older

“Mixers” and “parties” are events that occur at residential locations and are hosted by a student organization. **Students alone (i.e. not attached to a student organization) cannot register mixers or parties.**

“Other off-campus events with alcohol” are defined as events which are

- Hosted by a club or an organization (as listed in the CCC Directory)
- Do not fit the criteria of a formal, 21+ bar night, mixer, or house party

These events include, but are not limited to, happy hours, bowling nights, and wine tastings.

The Event Registration Committee will evaluate how many events with alcohol will be permitted in a given weekend and on a given day.

There is a current moratorium on bar nights that are not 21+.

Policy Regarding Formals

Submitting Requests for a Formal:

1. Requests for a formal must be submitted to the Office of the Dean of Students through CCC at least two (2) weeks prior to the event using the Activity Registration Process.
2. After the event takes place, an Activity Reflection must be completed for a organization to preserve the ability to host formals in the future.
3. The University, through its designees, reserves the right to cancel the event or restrict an invited guest from leaving the premises if, in their opinion, a significant health, safety, or risk management issues exist.

Transportation Requirements:

1. Must provide bus or shuttle (i.e. group) transportation to venues whose primary purpose is the provision of alcohol .
2. The sponsoring organization will only allow individuals to board the buses who have a UR student ID and whose names are on the predetermined guest list.
3. Monroe school buses are preferable to First Transit buses.
4. A ticketing system is recommended as a crowd control method for boarding the buses. Tickets can be used to control: (1) access to the buses by only those eligible to attend the event, and (2) traffic flow to the buses to prevent rushing to the buses by a crowd that could exceed the bus occupancy.
5. Pre-determined bus times should be utilized.

Age Requirements:

1. Any recognized group on campus may implement a formal.
2. If the formal is to include students under 21, the group must have a reasonable number of students 21 years of age or older.

Public Safety Requirements:

1. The sponsoring organization may be asked to provide, at its expense, ample Public Safety presence during the event. This will usually entail one officer station at the pick-up location for the duration of the event. The need for Public Safety will depend on the size and scope of the event and will be determined by the Event Registration Review Committee.
2. If additional Public Safety officers are needed for the event, the sponsoring organization will bear the expense.
3. The sponsoring organization must designate event managers per the event registration process whose responsibilities include managing the boarding of the buses.

Policy Regarding Bar Nights

Submitting Requests for a 21 and over Bar Night:

1. Requests for a bar night must be submitted to the Office of the Dean of Students at least two (2) weeks prior to the event using the Activity Registration Process through CCC.
2. After the event takes place, a Activity Reflection must be completed within 3 days for a group to preserve the ability to host bar nights in the future.
3. The Event Registration Review Committee will approve no more than one 21 and over bar night event per evening, and only on Thursday, Friday or Saturday nights.
4. The University, through its designees, reserves the right to cancel the event or restrict an invited guest from leaving the premises if, in their opinion, a significant health or safety issue exists.

Transportation Requirements:

1. Must provide bus or shuttle (i.e. group) transportation to venues whose primary purpose is the provision of alcohol .
2. The sponsoring organization must verify attendees' ages by at least two forms of identification (UR student ID and a government picture ID) prior to boarding the buses departing for the venue.
3. Stamps will be used to control: (1) access to the buses by only those eligible to attend the event and (2) traffic flow to the buses to prevent rushing to the buses by a crowd that could exceed the bus occupancy.
4. Monroe school buses should be used rather than the First Transit buses.

Age Requirements:

1. Bus or shuttle transportation will be provided for 21 and over bar nights only if all students being transported are 21 years of age or older.
2. Any recognized group on campus may implement a 21 and over bar night provided the group has a reasonable number of students 21 years of age or older.
3. What is reasonable shall be at the discretion of the Event Registration Review Committee, which shall review and approve or disapprove all requests for bar nights.
4. A group with a substantial number of underage students can plan a bar night; however, the group's underage members would not be allowed to attend the actual event.

Public Safety Requirements:

1. The sponsoring organization must provide, at its expense, ample Public Safety presence during the event. This will usually entail one officer stationed at the pick-up location for the duration of the event.
2. If additional Public Safety officers are needed for the event, the sponsoring organization will bear the expense.
3. The sponsoring organization must designate event managers with responsibilities per the event registration process includes(a) one riding to venue & being in charge all night (b) checking UR ID and government-issued IDs, and (c) remaining at IT to ensure the boarding and unloading of buses runs smoothly.

Policy for off-campus events with alcohol that are not formals, bar nights, mixers, or house parties

Submitting Requests for an event:

1. Requests for an off-campus event with alcohol that is neither a formal nor a bar night ("off-campus event with alcohol") should be submitted to the Office of the Dean of Students through the CCC at least two (2) weeks prior to the event using the Activity Registration Process.
2. After the event takes place, an Activity Reflection must be completed for a group to preserve the ability to host like events in the future.
3. The Event Registration Review Committee, or the Associate Dean of Students/Senior Associate Director, shall review and approve or disapprove all requests for events. Factors to be considered will include, but not be limited to: type of establishment, timing of event, historical data, and intended audience.
4. The University, through its designees, reserves the right to cancel the event or restrict an invited guest from leaving the premises if, in their opinion, a significant health or safety issue exists.

Transportation Requirements:

1. The Event Registration Review Committee, or the Associate Dean of Students/Senior Associate Director, will determine, based on the physical location of the event and historical data, whether transportation must be provided to the event location. If the Committee determines that transportation must be provided, then it is incumbent on the sponsoring organization to organize this requirement, at its expense.

Public Safety Requirements:

1. The sponsoring organization may be asked to provide, at its expense, ample Public Safety presence during the duration of event, if transportation is to be provided to the event location. This will usually entail one officer station at the pick-up location for the duration of the event. The need for Public Safety will depend on the size and scope of the event and will be determined by the Event Registration Review Committee.
2. If additional Public Safety officers are needed for the event, the sponsoring organization will bear the expense.
3. The sponsoring organization may be asked to designate event managers per the event registration process whose responsibilities include managing the boarding of the buses.

Policy for Evening Party/Social Event with Off-Campus Guests in Public Spaces

The following guide was developed from the Event Registration committee. Any time a student organization hosts an evening party/social event with off-campus guests in a public space (May Room, Feldman Ballroom, etc.) the policy below must be followed:

1. Off-campus guests needs to sign up on a google document prior to the event. Public Safety will allow guests to be added to the list up to 6pm the night of the event. Guests will need to show valid college ID upon arrival. Names must be checked off the list when entrance is made.
2. All fliers and publicity must acknowledge that only pre-signed up guests with valid college ID will be admitted. We strongly urge all publicity to go through collegiate channels.
3. The organizers of the event will meet with Public Safety prior to the day of the event to talk through good risk management strategies and will be present and available during the event.
4. An advisor and other representative from the department that houses the organizing group will have someone in attendance at t the beginning of the event to make sure all proper signage is utilized and the event is properly staffed.
5. Price escalation will only be allowed if the group follows these protocols:
 - a. Well-advertised cut-off times for early pricing on all promotional materials including flyers, Facebook events, email invitations, and CCC submissions.
 - b. Designated volunteers to work the line for 15 minutes leading up to the advertised cut-off time.
 - c. Raffle tickets or wristbands to designate all guests who arrive in the line before the cut-off time.
 - d. 5-10 minute grace period, determined by Public Safety, on a case-by-case basis.

Guide for Food at Events with Alcohol

The following guide was developed from the Standing Committee on Alcohol Policy and Education for on-campus events with alcohol. However, this policy is also appropriate for General Interest Meetings.

Type

The following food can be served without any food permits or waivers. If you wish to serve something other than what is provided here, you must speak with your advisor to discuss alternative options.

<i>Type of Food</i>	<i>Source of Food</i>	<i>Special Instructions</i>
1. Submarine Sandwich	Reputable vendor (ex. Dibella's, Wegmans)	Pre-cut into quarter pieces and individually wrapped.

2. Pizza	Reputable vendor (ex. Cam's, Salvatore's Wegmans, Papa John's, Pontillo's)	Cheese or Pepperoni only.
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Please consider using Dining Services for your events. The Meliora Catering menu can be found [here](#).

Receipt

The receipt for food must be available at the event should Public Safety or a Graduate Hall Advisor request it. Your group is responsible for supplying a receipt for purchase of food to the Assistant Director for Fraternity and Sorority Affairs, if your group is a fraternity or sorority, or to your advisor, for all other groups, within two business days following the event date.

Quantity and Location

The group hosting the event should provide food within the first hour of the event. Food should be served in a visible location and should be separate from the alcohol service. The group hosting should provide one serving of food for 1/3 of the expected attendance. Once serving is defined as:

- One slice of pizza
- One ¼ of a submarine sandwich

Location of Service

Food should be served in a visible location throughout the party. This location should be separate from alcohol service and accessible to all party attendants. The food also needs to be laid out at the start of the event and available for the duration of the event.

SWARM Monitors

Events with alcohol require organization's to ensure SWARM Monitors are assigned to the event prior to the event date. All SWARM Monitors must attend training through Center for Student Conflict Management, Alcohol and Other Drug Education, organizations may register for training through [CCC](#), the form can be found on the CSCM CCC page. To learn more, please visit the Center for Student Conflict Management, Alcohol and Other Drug Education [website](#). One SWARM Monitor is required for every 25 expected guests, a minimum of four SWARM monitors should be present for each event despite head count (i.e. event with alcohol will have less than 100 guests there should be three SWARM Monitors: two located at the door, one located at the bar area and one to monitor event). SWARM Monitor duties include:

- Do not consume ANY alcohol or drugs before or during the event.
- Are present throughout the event.
- Make sure all NYS laws, UR policies, and guidelines are followed.
- Know how to recognize signs of alcohol poisoning, drug overdose, or other worrisome situations.
- Watch for disruptive, harmful or unsafe behavior.
- Know who else is monitoring the event and how to contact them in case of emergency. Click [here](#) for more information about the campus Medical Amnesty Policy.
- Wear SWARM Monitor t-shirt throughout the event.
 - All organizations must work with the Fraternity and Sorority Affairs and/or Center for Student Conflict Management staff to ensure you have secured enough t-shirts to appropriately staff the event.
 - All student organizations interested in hosting an event(s) with alcohol will be given up to eight t-shirts at no cost. Additional t-shirts, replacement t-shirts, etc. will be available for purchase. The price of each t-shirt is \$10.

- Check proof of age at the door for all guests entering the event.
- Mark attendees as over or under 21.
- Control the service of alcohol. Persons under the age of 21 or who are visibly intoxicated must not be served.
- Frequently check restrooms and other areas where partygoers may be.
- Keep unused rooms, such as bedrooms, locked and secure.
- Ensure that nothing is blocking a fire exit.
- Ensure occupancy limits for the house and rooms are obeyed.

Minors at University Events

- Any event with minors—that is, any event with children under 18 years of age who are not University students—must be registered through the University’s Office of Counsel. Work with your advisor to register these events.
- Specific details on how to register these events can be found on the WCSA Event Planning Website. Some programs may require background checks. This process can take up to three weeks.

Policy on Amusement Rides/Novelties

- Only certain vendors are allowed to be contracted for events on campus. Approved vendors are listed below:
 - Amusements rides – Hammerl Amusements, Playland Amusements
 - Novelties – Blue Apple, Bobby K
- Due to the risk management policy, no bungee rides/novelties or dunk tanks shall be allowed.
- If you would like to use a vendor that is not approved, please consult the Senior Associate Director of Wilson Commons Student Activities.

Policy on Showing Movies/Films & Outdoor Movies

- Any time a student organization is showing a movie as part of an event, it must be registered through CCC. Students must indicate “Movies” under “Will you event, activity, or program use any of these resources” on the Activity Registration Form.
- **Movie rights must be secured in order to show movies/films. The only exception is if the Libraries own the rights already.**
- All outdoor movies should be planned in conjunction with Event & Classroom Management and registered on the CCC. A rain location (Gowen Room, Hoyt, Dewey 1101, Douglass Community Room, or May Room) should always be reserved during the planning process. In the event of potential rain or excessive wind, a weather decision should be made by professional staff/student organization advisor & in conjunction with the students if the movie should still occur outdoors as planned. The decision should be made the morning (by 9am) of the evening outdoor movie in conjunction with ECM. Once a decision has been finalized, it should be emailed to all parties and posted in the CCC Activity Registration.
- If you would have further questions, please consult the Senior Associate Director of Wilson Commons Student Activities.

Cancellation of Student Organization Events & Travel Policy

Wilson Commons Student Activities and Environmental Health & Safety work together in a larger University-wide process in regard to emergency preparedness and a weather system notification process. Should there be an emergency or weather system that may cause a cancellation of a student organization event or student organization travel, the following will occur:

- The Emergency Preparedness Manager in Environmental Health and Safety will contact and advise the Associate Dean of Students and Associate Director of Wilson Commons Student Activities of the situation, potential emergency and/or weather system.
- The Associate Director of Wilson Commons Student Activities will then notify the student organization’s advisor to inform them of the scenario.
- The student organization advisor then must reach out to the students within the organization to see if they are aware of the emergency or potential risk and see if they have a plan.
- After continued monitoring of the situation, Environmental Health and Safety and Wilson Commons Student Activities will make recommendations as to allow the event to occur or to allow student organizations to travel.
- If both Environmental Health and Safety and Wilson Commons Student Activities do not agree on their recommendations whether to cancel the event or travel, the final decision will then be made by the College Dean’s Office.

Exceptions to Event Registration Policy

Any student organization may request an exception to any event registration policy. To do so, complete an Event Registration Exception Request by filling out the Exception Request form on CCC.

Guide to University Public Safety Services Event Planning

Depending on the nature of the event, your student group advisor will add University Public Safety as a reviewer of your event registration submission. The reasons for their involvement in the pre-planning and research of these events are:

- To provide a safe and secure environment
- To prevent crime
- To maintain order
- To protect persons and property
- To respond to and implement emergency services when required.
- To prepare for and request necessary emergency and non-emergency services.
- To determine the best methods for achieving these goals in a cost effective manner.

Special Events Risk Factors

The following risk factors often influence the staffing levels indicated on the matrix guide. These factors will be discussed with event organizers with the goals of (1) reducing risk and (2) making the event successful. Public Safety looks at special events at with three different risk levels. Those levels are identified as low, medium and high.

Each event has factors attached that may increase or decrease the risk level which affect staffing:

<i>Factors that increase risk levels for any event</i>	<i>Factors that may decrease risk levels for any event</i>
<ul style="list-style-type: none"> • The need for personal protection for speakers, performers or guests • Guest(s) will be on campus at multiple locations • Off-campus advertising • Cash protection/deliveries • Anticipation of large ticket sales • Night time event • Outdoor venue • Live/ amplified entertainment • Multiple events on the same day • Venues with multiple entrances • Traffic control needs 	<ul style="list-style-type: none"> • Guest(s) will be on campus at one general location • Events limited to UR students, faculty and/or staff • Competing event elsewhere will affect attendance • Patrons are screened for weapons at the entrance • Prior events of similar nature with no history of safety problems • Day time event • Indoor Venue

<ul style="list-style-type: none"> • Alcoholic beverages • Lack of timely notification • Potential of opposition to event 	<ul style="list-style-type: none"> • Shorter duration of event • Historically poor ticket sales • Student Affairs oversight and presence at student events • Formal or semi-formal events
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Special Event Staffing Matrix

The Public Safety Department Staffing Matrix is a guideline to assist the planner in reasonably predicting the staffing levels necessary for their event. The number of the personnel assigned may vary as dictated by the nature of the particular event, or as calculated to be necessary.

	<i>Low risk</i>		<i>Medium risk</i>		<i>High risk</i>	
Estimated number of attendance at an event/party	0-100	101-200	201-500	501-1000	1001-2000	2001+
Public Safety staffing needs	0-2	1-2	3-5	4-7	6-10	TBD
Demonstrations, dignitary visitors, Commencement, large multi-venue special events	Staffing needs to be determined by Department of Public Safety					

All events are subject to assignment of an event supervisor if factors deem appropriate.

All events subject to Rochester Police (RPD) involvement if factors deem appropriate.

Public Safety at Events

Sponsoring organizations must contract with the University Public Safety for the security of attendees at an event, as recommended by University Public Safety in conjunction with the Office of the Dean of Students.

Procedure for Requesting Public Safety

Organizations sponsoring events that require Public Safety must make contact a minimum of ten (10) business days prior to the date of the event in order to ensure that an adequate number of Public Safety personnel will be available for the event.

Using guidelines established by the Office of the Dean of Students, University Public Safety will then determine the Public Safety needs (if any) of the event. Public Safety will provide the student organization with an estimate of the number of personnel needed and the related costs. A signed contract and accompanying payment to Public Safety is required at least two (2) business days prior to the event date.

General Guidelines and Factors considered in Determining Public Safety Needs for an Event

University Public Safety reserves the right to determine the exact number of personnel required for any event. When Public Safety personnel is required for an event Public Safety is committed to clearly communicating with student groups and their advisors the rationale behind any particular requirement. The following factors are considered in making a decision about the appropriate level of security required for any given event.

- **Expected Crowd Size:** The size of the crowd may dictate the number of Public Safety personnel recommended. See matrix above.
- **Nature of Event and Nature of Crowd:** University Public Safety will consider the nature of the event, the nature of the crowd and the expected attendees. Public Safety may recommend additional personnel depending on the age of the expected attendees; whether the event is open to the entire university or closed (restricted to members of the sponsoring organization and their guests); whether attendees are from outside the university community or part of it; and based on the attendee activities typical of a particular type of event. Consideration also will be given the following factors, among others: use of DJs, live bands, time of event, (late night or after hours) and expected lighting conditions. Other factors may include: sponsors request for specific admission parameters, such as members only, enforced dress code.
- **History of the Event (past four years):** University Public Safety will consider the prior Public Safety history pertaining to events sponsored by the student organization in the past or at similar events sponsored by other student organizations. University Public Safety will also consider the sponsoring organization's past ability and willingness to coordinate, communicate and cooperate with Public Safety and venue staff. History of performer or act at other venues (colleges, etc.)
- **Sponsoring Staff:** The sponsoring organization will be expected to designate individuals to assist Public Safety in conducting the event in an orderly fashion, e.g., establish orderly lines for entry, sell tickets, stamp hands for re-admittance, check identification, etc. The greater the number of assisting staff from the sponsoring organization, the fewer personnel may be required. Notwithstanding the assistance of individuals from the sponsoring organization, Public Safety reserves the right to use the recommended number of Public Safety positions appropriate for the crowd size.
- **Money Collection:** University Public Safety recommends additional personnel whenever an event is accompanied by money collection activities, e.g. souvenir sales, refreshment sales or donation collection.
- **Searches:** When there is a potential for alcohol, drugs or other illegal items to be brought into the venue searches may be necessary and may include the use of metal detectors. Searches of event attendees and accompanying bags or packages are authorized only when coordinated and conducted by University Public Safety.
- **Written Invitation or Prior Ticket Sales:** Events restricted by written invitation or involving advanced ticket sales usually require less personnel than events at which tickets are sold at the gate or door.
- **Venue:** The number of access points to an event may affect the number of Public Safety personnel recommended. As a general rule, the greater the number of access points, the more Public Safety personnel will be required.
- **Timelines:** The times listed for the event are used for staffing decisions and are expected to be accurate. Additional time may be charged before and beyond the actual times to allow for preevent briefing and post-event activities. Any extension of the end time will be contingent on the capability of maintaining an acceptable level of public safety during the extended period. An event will not be considered closed or ended until any crowds have been disbursed from the area. Assigned Public Safety staff will consult with the Event Leader on how to disburse the crowd and at what point it is completed.

Student Responsibilities when Working with Public Safety:

- Provide individuals to check IDs to assure that all event attendees have valid college ID when ID checks are the method for entry to an event.
- Accept full responsibility for all Public Safety costs including any damages to Public Safety equipment that occur during the event.
- If an event is canceled you must notify Public Safety at least 48 hours prior to the event start time. Failure to properly notify Public Safety of a cancellation within 48 hours of the event will result in a charge for four (4) hours for each Public Safety staff member assigned to the event.

Public Safety Fund

The Office of the Dean of Students maintains a fund whose purpose is to assist SA-recognized organizations who (a) have a small membership or (b) plan on having significant numbers of non-UR community members attend the

event to pay for safety costs associated with their event. The goal is to have a financially successful event while maintaining the level of security deemed appropriate by Public Safety. This fund will be used to supplement budgeted event funds. Any SA-recognized organization that is hosting an event may apply for these funds.

Prerequisites for applying for the Public Safety FundFund:

1. The organization sponsoring the event must be an SA recognized student organization.
2. The proposed event must occur on the University of Rochester campus.
3. The event must be open to all University of Rochester undergraduates.
4. Each group may apply for the fund only once per semester.
5. The organization sponsoring the event must have discussed this fund request with their primary advisor.

Process for receiving funding:

1. The organization requesting funding must complete the Public Safety Supplemental Fund Request through the CCC. The form requires the following information:
 - a. The level of security mandated for the event.
 - b. The amount of money requested from the Public Safety Fund.
 - c. The full list of expenses and funding sources for the event (includes group's budgeted funds, outside funding, and estimated ticket sales).
2. The Event Registration Committee will convene to determine whether additional funding for security will be provided. This decision will be based on the following criteria:
 - a. Whether the group pursued other avenues for funding (ex. SA supplemental funding).
 - b. The level of UR Public Safety and RPD mandated for the event. The security presence required must be higher than the group anticipated in its budget and must be higher than the group's reasonable ability to pay.
 - c. If the event will not be financially successful (i.e. the group will cover all expenses through ticket sales) without the assistance of this fund.
 - d. The event will have a beneficial impact on the University of Rochester community.
 - e. The size of the group. Preference will be given to organizations with small memberships (fewer than 13 members) who have less financial ability to pay for security.

Resources not Covered in this Document:

CCC (<http://ccc.rochester.edu>)

- Group Travel Waiver

Office of the Dean of Students (<http://www.rochester.edu/college/odos/index.html>)

- Alcohol Policy
- Student Conduct Handbook

Environmental Health and Safety (<http://www.safety.rochester.edu/procedures.html>)

- List of Approved Caterers
- Catering Information
- Food Event Information
- Food Event Requirements
- Occupancy Limits
- Policies Regarding Tents

Public Safety (<http://www.publicsafety.rochester.edu/index.html>)

- Authority and Role on Campus
- Public Safety at Registered Parties

University Health Services (<http://www.rochester.edu/uhs/swarm/>)

- Students Wanting Alcohol Responsibly Monitored

Wilson Commons Student Activities (<http://www.rochester.edu/college/wcsa>)

- Event Planning Resources
 - Program Planning Worksheet
 - Running an Event
 - Accommodations for Guest with Disabilities
 - Advertising & Promotion
 - Etc.
- Event Registration Policies and Guides
- Event Support
- Food Trucks
- Minors Policy
- Spaces Eligible for Reservation
- Wilson Commons Building Policies
- Guidelines for Creating Your Own Publicity